USEPA/OECA/OC
State and Tribal Assistance Grants (STAG) FY2002
Virginia: Transfer of Water Permit Data to PCS
Semi-annual Report 1, April-September, 2003
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Reporting Milestones and Outcomes Semi-Annually for EPA's Enforcement and Compliance Assurance Grants

(This reporting form is to be filled out by the Grantee)

Reporting Period: Year:__**2003**__
☐ Oct-March (due last working day Apr) **Grant awarded Feb. 24, 2003**
X Apr-Sep (due last working day Oct)

I. Information

State/Tribe/University and Department:	VA Department of Environmental Quality Office of Information Systems
Title of Project:	Improved Water Permit XML Data Transfer from VA CEDS to PCS
Grant Contact Person:	Rob Dry, Systems Development Manager 629 East Main Street Richmond, VA 23219 Voice (804) 698-4556 FAX (804) 698-3541
Funds Received by Grantee:	(Date and Amount): 02/24/2003; $70,000
EPA Regional Project Officer:	Leo Essenthier
EPA Regional Technical Contact:	NA
Author of report:	Rob Dry

II. Status of Project Milestones

Each milestone for the entire project should be entered into this table at the beginning of the grant period and should appear in every quarterly report (unless it is dropped from the project).
With each quarterly report fill in dates or add milestones as appropriate. If dates or milestones are adjusted in subsequent reports, please indicate this in the comment field or in text below the table.

Project Milestones (PCS Data Transfer Improvements)	Anticipated Completion Date	Completion Date
Data Cleanup & Data Quality Assurance (monthly & ongoing)	Feb. 27, 2004	
Process and software analysis	April 29, 2003	April 25, 2003
Creation of Reports supporting monthly QA	June 27, 2003	June 24, 2003
Development –Programming & Testing	Dec. 20, 2003	
Implementation and review	Feb. 05, 2004	
Documentation –Education –Training related to regional staff	May 31, 2003	May 29, 2003

staff		

III. Project Status:

Anticipated project completion date: February 05, 2004

IV. Results/Outcomes: (Both planned and actual - to be updated with each report) Outcome measures include increased understanding, changes in behavior, changes at a facility, and environmental and human health improvements.

Describe results and attach additional information if necessary.

Summary of Results/Outcomes

Seven months after receiving grant funding, VADEQ has made great strides towards achieving the goals identified in the Workplan. Over 120 hours of staff time has been eliminated from the data transfer process. The data transfer process duration has been lowered by five days. The data quality index has been maintained at the 95 to 98% level.

Project Goals:

VADEQ's goals concerning data management is to achieve a reduction in the resources required while maintaining or improving the quality of the data transferred through:

1. Reduction in common data entry errors
2. Reduction in manual overrides in PCS
3. Reduction in researching and correcting rejected data
4. Equal or better data quality
5. Increase in accurate QNCR reports
6. Increase in knowledge of PCS among regional staff

Project Measures

The project results are measured by:

1. A reduction in the VADEQ's OIS contractor staff time spent supporting the PCS data transfer process. Currently one Programmer Analyst and one Senior Programmer Analyst spend 100% of their time supporting the PCS data transfer.

2. A reduction in the time line required for the data transfer process. This project addresses exclusively the segment of the time line devoted to the data upload process.

3. Maintain equal or improved data transfer quality while obtaining results 1 and 2. Currently, VADEQ maintains a data quality standard between 95% and 98%.

The following chart defines the start, current, and expected specific outcomes of this project.

Measurement Criteria	Beginning	Current	Goal
Contractor Staff Time Per Month	320 hours	200 hours	160 hours
Time line for Monthly Upload	25 days	20 days	15 days

Examples of Outcome Measures:

Funding Area - with Goal	Outcome Measurement Examples
Inspector Training - inspectors are trained to safely and properly conduct federal civil inspections	1. % of inspectors trained that have a better understanding of regulations or compliance as measured by training pre and post tests.
Performance Measurement - developing and testing outcome measures from state/tribal enforcement and compliance assurance activity.	1. State has shown evidence of incorporating outcome measures into their performance measurement system.
Program Planning - projects to support state or tribal efforts to collaboratively carry out joint priority setting and work planning.	1. Participants in planning process are surveyed and survey responses show that they felt that the process was more collaborative than in the past. 2. States and Regional Offices develop a process that ensures all parties work collaboratively on their joint planning process 3. Joint Planning process is shared with all regions/states 4. All Regions/states engage in joint planning and

	the results demonstrate priorities that reflect a collaborative process.
Data Management - projects that assist states/tribes with reporting of consistent streamlined environmental and compliance data to EPA	1.Successful PCS upgrading results in flawless data integration across all states/tribes (EPA has fewer data problems with state that received the grant). 2.Reporting problems are identified and recommendations are developed to solve the problem (number of reporting problems in next fiscal year has decreased) 3.Better integration of data across EPA systems (this is a goal not a measure, what would be a result of this goal being achieved: e.g. access to multi-media data is greatly facilitated)

*For additional outcome measurement resources, go to
http://www.epa.gov/compliance/planning/results/tools.html.